

**2007 Year End  
eMARS User Group Meeting  
June 6, 2007**

**QUESTIONS AND ANSWERS**

**CLEANUP**

- **Pending Transactions** – Encumbrances still in "Pending" phase on 7/5 will be rejected to "Draft" phase
- **Accounting Templates** – Please review and correct them, especially those used for Payroll/Personnel. If they are not corrected, default values will be used, resulting in the need for correction JVs.
- **Encumbrance Roll** – Every year, new year encumbrances roll with outdated Program codes. Please review your encumbrances and liquidate any that remain for closed Programs. Statewide Accounting Services will be communicating with Departments soon regarding any of these encumbrances identified during testing of the Encumbrance Roll process.

***Q: Why are encumbrances rolling on 7/5 instead of 7/10? That cuts several days off of need time for closing.***

A: There are competing interests in this area. Some want encumbrances rolled earlier to free up budget for spending. Others want a longer closeout period. 7/5 is the date when encumbrances will roll.

***Q: If a payment is already in "Final" phase but is not scheduled to pay until end of year, has it already liquidated the encumbrance?***

A: Yes.

***Q: If we need to process payments against an encumbrance that has rolled after 7/5, and we want the payments to post against FY07, should we still reference the encumbrance?***

A: Yes. If you do nothing, the funds will be paid out of FY08 and must be JV'd to FY07. To avoid the need for a JV, make the payment before 7/5.

***Q: Can we make a standalone payment to avoid the need for the JV?***

A: No – all payments against encumbrances must reference the contract.

***Q: Can agencies process the JV or will SAS have to do it?***

A: To move expenditures, agencies can process JV2E documents prior to the soft close of Period 13 (July 12). Between the soft close and hard close (July 13-19) a JV2E using BFY 07, Period 13 will require approval by Finance Statewide Accounting Services.

***Q: If the PO/DO is non-encumbering (i.e., it uses Event Type "PR07" instead of "PR05"), can we pay against FY07 after 7/5?***

A: Yes, until 7/12 when Period 13 is soft closed.

***Q: If we have some "Pending" transactions remaining after 7/12, will we have until 7/19 to get them out of "Pending"?***

A: Documents that are "Pending" which cannot be approved by the scheduled dates should be rejected back to "Draft" phase. If agencies do not do this, it will be done centrally.

## **ACCOUNTS PAYABLE**

### **Matching Payments**

- **Accounting Period** – Invoices carry no accounting, so system logic is used to determine the Accounting Period against which the payment is recorded. Generally speaking, the BFY on the referenced award determines the Accounting Period for the payment.
- **Check Accounting & Posting Lines** – The Header of a payment may say one thing but the Accounting and Posting Lines may say another.
- **BFY 9999** – This will infer the current Accounting Period. Therefore during closeout, if the FY and Accounting Period are not specific, documents with BFY 9999 will infer FY08, Period 1.

***Q: If we process an invoice and there is a risk of the PRM rejecting, would it be best to copy forward to a PRC to be sure the payment is recorded against FY07?***

A: If you really need to be sure the payment goes through on 7/5, go ahead and copy forward to a PRC. Otherwise, there is no need to do this unless the PRM rejects.

***Q: On 7/5 (just before encumbrances roll), suppose a valid invoice is out of allotment when it is approved. What will happen?***

A: The IN will approve. A PRM will be generated and will reject that evening. Encumbrances will then be rolled to FY08. The night of 7/6, a new PRM will be generated and should submit in FY08. If the expenditures must be recorded in FY07, process a JV to move them.

### **Coding Period 13**

- **Code All Three Fields** – If you leave BFY, FY, or Accounting Period blank, they will infer 2008, 2008, Period 1.
- **Inference Is on Approval** – Remember, inference of these three fields is done when the final approval is applied – not when you initially validate, submit, or apply earlier approvals.

### **Moving/Correcting Expenditures**

- **JV2E Documents** – Up to 7/12 (before Period 13 is soft closed), JV2Es can be done internally. 7/12 - 7/19, they will require SAS approval.

***Q: We read in the closing package instructions that MAs set up centrally with an expiration of 6/30/07 require that an encumbering DO be done before the expiration date, otherwise payments cannot be made against it in FY08. Can an extract of these MAs be made available to agencies?***

A: Yes. A list of these MAs including Document Number, Vendor Name, and Document Description will be made available. It would be best to process the DOs sooner rather than later.

## **CASH**

### **Year End Cash**

- **2110YE and 2550YE Reports** – These reports for BFY cash balances are in progress. These reports will be used to monitor cash balances at the end of the year.
- **No Document Edits for Cash within BFY** – MARS would stop you for cash if not enough in BFY. In eMARS, the Cash Balance Summary Query (CBALSQ) is not keyed by BFY; “cash is cash”. So edits are on total cash regardless of BFY, and transactions will not be stopped.
- **Bring Balances Into the Black** – Reports must be used to determine BFY cash balances, and if the balances are negative they must be made positive.
- **No JVs for Ending Balances** – In MARS, JVs were done to move cash balances. This is not necessary in eMARS. So reports will not reflect a JV moving cash balances. In the supplemental, where there will no longer be beginning balances, pending amounts, and ending balances.

***Q: Some Federal grants are drawn infrequently, so we cannot just request the money. How should this be handled?***

A: Not everyone can draw every penny, but those who know what they are able to draw need to go ahead and make the request.

***Q: Will the cash balance reports take “Pending” transactions into account?***

A: No, so SAS will have to provide “Pending” amounts separately, either by posting them on the web page or somehow making them available in infoAdvantage.

***Q: When can we run the 2110YE and 2550YE reports?***

A: These reports can be run as early as 7/1, but keep in mind that until hard close the balances will fluctuate.

***Q: If we have restricted funds in cash override, do we need to request the cash override again for FY08?***

A: Yes.

***Q: How will negative cash balances be handled for receivable accounts? Can we do interfund loans, etc., as in the past?***

A: Yes, but SAS will have to process the transactions. Some agencies will do JV2Ts to move cash around, but SAS will have to approve them.

### **KEY DATES & TIMES**

- **Period 12 Soft Close** – Saturday, June 30
- **Period 12 Hard Close** – Friday, July 6
- **Encumbrances Roll** – Thursday, July 5
- **Period 13 Soft Close** – Thursday, July 12
- **Period 13 Hard Close** – Thursday, July 19

#### ***Q: What if we have documents in workflow with Accounting Period 12 after 7/6?***

A: They must be rejected and resubmitted with the correct Accounting Period (FY07/13 or FY08/1).

#### ***Q: What about deposits?***

A: General and Transportation funds must make all deposits before June 30 or they will have to be backed out. All other funds can be deposited in BFY 07 up to COB July 12.

### **EMARS OPERATION HOURS**

- **Monday – Sunday** – 7:00 am through 7:00 pm
- **Hours will be extended** only if possible.
- **Alerts will be posted** if eMARS must be brought down for maintenance.

#### ***Q: Do these operation hours apply to InfoAdvantage also?***

A: Yes.

### **REPORTING**

- **Always Log Out** – As more users are in infoAdvantage, reports will be slower. If you forget to log out, your session stays open and raises the risk of problems.
- **Filter Reports for FY** – Queries which do not filter by FY may show double results since there is now FY08 data as well as FY07.

#### ***Q: Will we be seeing the 2230 or expenditure report at the Unit level instead of Department level?***

A: As with all requests for modifications to the statewide reports, we will review this and see if this request has statewide benefit. Even if not, we can provide copy of the reports to Departments for customization.